

## **State of Nevada IT Task Force Subcommittee**

### **Agenda & Meeting Minutes**

**Meeting Name:** Task Force Subcommittee

**Monthly Meeting**

**Facilitator:** Rossalyn Hoid

**Recorder:** Sherri Minifie

**Date:** 01/15/2002

**Time:** 1:30 to 3:00

**Location:** Kinkead Large Conference Room

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#### **Attendees**

<b>Name</b>	<b>Attend ✓</b>	<b>Name</b>	<b>Attend ✓</b>
Rossalyn Hoid	✓	Terry Savage	✓
Wally Voskuil	✓	Kathy Ryan	✓
Jim Demme	✓	Kathy Comba	✓
Chuck Conner	✓	Bill Vance	✓

#### **Agenda**

<b>Time</b>	<b>Subject</b>	<b>Presenter</b>
1:30	Call to Order	Rossalyn Hoid
1:37	Review Minutes	Rossalyn Hoid
1:40	Action Items Reviewed	Rossalyn Hoid
1:45	Occupational Study	Terry Savage
2:35	Training	Rossalyn Hoid
2:46	Review Committee Procedures for NPD-19	Rossalyn Hoid
n/a	Discuss Developing Uniform Criteria for Reviewing Recruitment Applications	
n/a	Discuss Master Series for Possible Re-write	
2:58	Next Meeting Date Discussed and Approved	Rossalyn Hoid
3:05	Close Meeting and Set Next Meeting Date	

#### **Open Discussion**

1.	Last meeting's minutes were discussed and approved by the committee.
2.	Rossalynn Hoid talked to Phil Hauck about non-classified positions He said the judicial branch, legislative branch and Governor's Office has non-classified positions. The individual entities can set their own policies for vacation and sick time of non-classified employees and that these entities must go before the legislature for approval of non-classified positions.
3.	<p>Discussed at length the proposed Occupational Study prepared by Terry Savage. The group approved of the first draft but agreed additional items need to be addressed. The following was suggested as possible additions/modifications to the first draft or items that should be discussed further.</p> <ul style="list-style-type: none"><li>a. Other than salary increases there could be incentives based on intangible items such as job challenges, career ladder advancement, work environment, etc.</li><li>b. Recruitment and retention should be addressed as two separate issues in the study.</li><li>c. Competency/Merit based pay increases to reward employees who offer the most to an agency.</li><li>d. The study should be different than a typical occupational study and explore options that haven't been</li></ul>

	<p>addressed or considered in the past.</p> <ul style="list-style-type: none"> <li>e. Look at options for getting the study done sooner than the next budget cycle.</li> <li>f. Discussed the advantages and disadvantages of classified versus unclassified personnel and recommended that unclassified positions be considered for levels 41 and above.</li> </ul> <p>Terry Savage agreed to make modifications to the proposed Occupational Study and bring it to the next meeting.</p>
4.	<p>The dollars spent on IT Training were reviewed by the committee....</p> <ul style="list-style-type: none"> <li>a. DoIT spent \$1195.00 per employee</li> <li>b. Public Safety spent \$600.00</li> <li>c. NDOT spent \$300.00 per employee</li> <li>d. DETR spent \$2000.00 to \$3000.00 per employee</li> </ul> <p>Rossalyn Hoid mentioned a study conducted by the Gartner Group where projects ran over time and over budget when employees weren't trained adequately. Gartner Groups 2001 survey of training spent per internal IT workforce head count was aprox. \$2,700.00</p> <p>The group agreed that training plans need to be developed to back up requests for training dollars.</p>
5.	<p>Reviewed the procedures for the NPD-19 process. Bill Vance felt that employees should not be present during the process but Kathy Ryan and Kathy Comba felt they needed the employee to clarify issues that weren't clear and needed to be present. It was agreed that employees should be present. Other issues agreed upon...</p> <ul style="list-style-type: none"> <li>a. Prioritize NPD-19's before the meeting starts. Easier ones should be done first.</li> <li>b. Everyone besides committee members need to leave the room before voting begins.</li> </ul>
6.	<p>It was discussed and decided to leave agenda items "Discuss Developing Uniform Criteria for Reviewing Recruitment Applications" and "Discuss Master Series for Possible Re-write" on the next meeting's agenda since there wasn't time to cover it in the current meeting.</p>

## Decisions

Item No.	Decision	Rationale	Impact	Date
1.	Training labs and IT classes will be posted on the IT Work Force web site			11/20/2001
2.	A proposal will be written for an Occupational Study and adjustments to current practices by agencies and the Personnel department			11/20/2001
3.	Sub-committees will meet monthly with the IT Work Force Committee meeting as required by the sub-committees			11/20/2001
4.	Next Meeting Date will be January 15, 2002 @ 1:30			11/20/2001
5.	Additions/Updates will be made to the Occupational Study draft document			01/15/2002
6.	NPD-19's will be prioritized before committee meets			01/15/2002
7.	Employees need to be present at NPD-19 meetings			01/15/2002
8.	Committee will vote on NPD-19s after everyone else leaves the room.			01/15/2002

## Action Items

Item No.	Date Opened	Description	Assigned To	Status	Date Closed
1.	11/20/01	Training classes to be posted on the web	Rossalyn Hoid	Closed	01/15/2002
2.	11/20/01	Proposal written for Occupational Study and adjustments to current IT practices by agencies and the Personnel department	Terry Savage	Closed	01/15/2002
3.	11/20/01	Contact Gaming and Supreme Court about their classification methodologies	Rossalyn Hoid	Closed	01/15/2002
4.	11/20/01	Contact Wally Voskuil and Jeanne Greene about Occupational Study and its potential costs	Terry Savage	Open	
5.	01/15/02	Rossalyn Hoid will send Gartner Study on training dollars to the group via e-mail	Roz Hoid	Open	
6.	01/15/02	Terry Savage will make changes to the first draft of the Occupational Study	Terry Savage	Open	

## Approved By

Signature	Name	Role	Date